

# **POLLUTION PREVENTION (P2) GRANTS PROGRAM - FISCAL YEAR 2004**

## Supplementary Information for Applications Submitted to EPA Region III

### **1. Introduction**

This regional guidance supplements the national announcement for the FY2004 P2 Grants Program (**Federal Register, Vol. 69 No. 69 April 9, 2004**) and outlines regional evaluation criteria and general procedures for application and award of P2 grants in EPA Region 3. This guidance should be used in conjunction with the federal guidance published in the Federal Register notice above.

### **2. Preliminary Eligibility Screening Requirements**

To be eligible for consideration, applicants must meet all of the following criteria. Failure to meet these criteria will result in the disqualification of the application for funding consideration:

- a. Be an applicant who is eligible to receive funding under this solicitation;
- b. The application must address all of the national criteria contained in the Federal Register Notice (Section V.A. - *2004 P2 Grant Program National Criteria*);
- c. The application must meet all format and content requirements contained in this notice (Item Number 3 - *Content and Form of Application*); and,
- d. The application must comply with the directions for submission contained in this notice (Item Number 4 - *Due Date for Submission of Proposals*).

### **3. Content and Form of Application**

Applications must contain the following standard forms and detailed information:

- Application for Federal Assistance, SF-424
- Budget Information-Section B, SF-424A
- Detailed itemization of the amounts budgeted by individual Object Class categories (e.g., personnel, equipment)
- Work plan which outlines the goals, objectives, tasks, implementation schedules and measurement criteria for the program

All applications must contain original signatures. EPA can not accept e-mailed forms with scanned signatures or photocopies of signatures. Successful applicants may also be required to submit additional certification forms before a grant award is made.

4. **Due Date for Submission of Proposals**

Applications may be either mailed, e-mailed or delivered by May 26, 2004 to:

Mary Zielinski  
Environmental Innovation Branch (3EA40)  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA 19103-2029  
[zielinski.mary@epa.gov](mailto:zielinski.mary@epa.gov)

5. **Evaluation Criteria**

All applications will be evaluated against the National Criteria as listed below.  
Applications may receive up to 100 points.

- a. **Promote multimedia pollution prevention [30 points]** - Applicants should identify how the program will encourage source reduction to actively prevent pollution across environmental media: air, water and land. Programs should also reflect comprehensive and coordinated P2 planning and implementation efforts State-wide.
- b. **Advance environmental goals [25 points]** - Applicants must demonstrate how the proposed P2 activities will complement the State's environmental goals that are included in the State's environmental strategic planning documents, environmental program goals, Performance Partnership Agreements or Performance Partnership Grants.
- c. **Promote partnerships [20 points]** - Applicants must identify important partnering organization(s) that they plan to work with over the life of the grant. In addition, the work plan should describe how these organizations will work together to address the goals and objectives.
- d. **Assess program activities and share results [25 points]** - Applicants must identify how and what criteria that are using to track the effectiveness of each of the activities identified in the work plan. Measures of success should be demonstrated by directly linking the activities to a quantifiable reduction in pollution generated or natural resources used.

6. **Evaluation Process**

A panel comprised of EPA Regional staff will evaluate each application based on the four criteria listed above (Item Number 5 - *Evaluation Criteria*). Upon completion of the evaluation process, applicants will be notified regarding the outcome of the competition. **EPA reserves the right to accept or reject applications based upon funding availability.**

7. **For Further Information Contact:**

Mary Zielinski, [zielinski.mary@epa.gov](mailto:zielinski.mary@epa.gov), (215) 814-5415.